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DEPARTMENT OF THE ARMY FIELD MANUAL

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DRILL AND CEREMONIES (CADET DRILL)

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HEADQUARTERS, DEPARTMENT OF THE ARMY

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DRILL AND CEREMONIES (CADET DRILL)

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SECTION I

1. Purpose and Scope

- a. Cadet drill is authorized only for the United States Military Academy. It is ideally suited to occasions when very impressive ceremonies are desired.
- b. This drill retains the basic structure of standard drill for simplicity and incorporates the simpler maneuvers of the old squad drill. It permits the disciplinary value of drill to be exploited to the maximum because it requires all officers and men in ranks to remain alert and obey commands with precision and promptness.

2. Training Procedure

a. The recommended procedure for the corps of cadets is to learn both the cadet and standard drills. Cadet drill is more suitable for parades, reviews, and similar ceremonies, while standard drill is better suited for street parades, marches, and field work; and for moving large bodies of men in restricted areas. The preferred instructional procedure is to teach cadet drill first. Once the cadets have become proficient in it, they can learn standard drill in one or two drill periods. The basic maneuvers of cadet drill require con-

siderable practice. However, after they have been mastered, the cadet reaches a state of perfection in about the same overall time as with standard drill.

b. Squad drill is the basis of cadet drill, and each cadet must learn the movements of each position in the squad. Squad drill must be mastered completely before platoon and company drill can be accomplished properly.

SECTION II SCHOOLS OF THE SOLDIER

3. School of the Soldier Without Arms

The school of the soldier without arms for cadet drill is the same as that for standard drill. See FM 22-5.

4. School of the Soldier with Arms

The school of the soldier with arms is the same as that for standard drill. See FM 22-5.

SECTION III THE SQUAD

5. ORGANIZATION

a. For cadet drill, the TOE squad is normally disregarded. Normally, the cadet drill squad consists of a squad leader, assistant squad leader, and 6 cadet privates, but its strength may vary from not less than 6 to 13 men (fig. 1). All men more than 8 march as file closers, guides, etc.

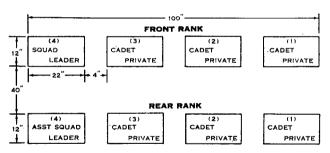


Figure 1. Organization and formation of the cadet squad.

b. The squad leader, when in ranks, is posted as the left man in the front rank of the squad. When the squad leader leaves the ranks to instruct his squad, his rear rank man steps into the front rank, and No. 3 rear rank moves over and covers

- No. 4 front rank. When the squad leader returns to ranks, the original formation is resumed.
- c. When there are only seven men in the squad, No. 3 rear rank is a blank file; when there are only 6 men, Nos. 2 and 3 rear rank are blank files.
 - d. (1) When a squad is formed, the front line of files is the front rank and the rear line of files is the rear rank.
 - (2) When a squad is faced or marched to the rear, the original rear rank becomes and remains the front rank until the formation is reversed again. The blank spaces in the original rear rank are not filled unless specifically ordered. Squad movemoents are normally not executed when the front is reversed.
- e. When a blank space occurs in the front rank for any reason other than that stated in d above, it is immediately filled by the corresponding rear rank man. It there is no corresponding rear rank man, the blank space is filled by some other rear rank man.
- f. File closers assume a position 60 inches to the rear of the line. (Headquarters personnel assume the position of file closers at the discretion of the company commander.)
- g. All formations and movements in cadet drill are executed with 4-inch intervals between men, obtained as described in paragraph 6b.

6. To Form the Squad for Cadet Drill

a. The squad leader stands three steps to the front center of the spot where he wants the squad to form and commands—FALL IN.

- b. On the command FALL IN, the squad falls in at attention, three steps from and centered on the squad leader, in two ranks, in order of height from right to left. Each man, except the left flank men, places the heel of his left hand on his left hip, fingers joined and extended downward, and his left elbow in line with his body and touching the arm of the man on his left. Each man looks to the right and alines himself on the right flank man. The right flank man of each rank keeps his head and eyes to the front. When each man is in line with the men on his right and has obtained correct interval, he drops his left arm to his side quietly and turns his head and eyes to the front. The rear rank takes approximate interval with 40 inches between ranks. File closers fall in 60 inches from the rear rank.
- c. When armed, the men fall in at the order. After falling in, weapons are inspected on the commands, INSPECTION, ARMS; PORT, ARMS; and ORDER, ARMS.
- d. Immediately after forming, the squad should be given COUNT, OFF, to insure that each member knows his number.

7. To Count Off

The command is COUNT, OFF. At the command of execution, all men except the man on the right flank of each rank turn their heads and eyes to the right, and the right flank man of each rank counts off, ONE. After the man on the right counts off his number, the man to his left counts off the next higher number, at the same time turning his head and eyes to the front. The numbers

are counted in the cadence of quick time, from man to man. All movements are made in a precise manner.

8. To Aline the Squad

- a. From a position three steps in front of and centered on the squad, the squad leader commands AT CLOSE INTERVAL, DRESS RIGHT (Left), DRESS. At the command DRESS, each man except the man on the right (left) in each rank, turns his head and eyes to the right (left) and alines himself on the flank toward which the dress is made. Each man except the left flank men places the heel of his left hand on his left hip, fingers joined and extended downward, and his left elbow in line with his body and touching the arm of the man on his left.
- b. The squad leader marches by the most direct route to a position on line with the first rank and one step from the man on which the dress is made and faces down the rank. From this position he verifies the alinement of the first rank, ordering men to move forward, or backward as necessary, calling them by name or number, "Cadet Jones, forward 2 inches. No. 3 man, back 3 inches." The squad leader remains at attention, taking short steps to the right or left as necessary to see down the squad. He does not use his arms or twist his body. After alining the first rank, he faces to the left (right) in marching and, by taking two short steps, moves to the next rank, halts, faces down the line, and alines it in the same manner as the first rank.
 - c. After alining the rear rank, the squad leader

faces in marching from a halt and moves to a position three steps in advance of the flank of the squad, halts, faces to the left (right) and commands READY, FRONT. At the command FRONT, the men drop their arms quietly to their sides and turn their heads and eyes smartly to the front. The squad leader then marches to his front, halting centered on the squad, and faces the squad.

9. To Stack Arms

- a. The even-numbered men in the front rank are the stackmen. To stack arms at a halt with the squad in line, the command is—STACK, ARMS.
- b. At the command ARMS, each stackman grasps his weapon with his left hand at the front hand guard and rests the butt between his feet, barrel to the front, muzzle outward and, with the thumb and forefinger of his left hand, raises the stacking swivel. Each even number of the rear rank then regrasps his rifle with the right hand at the balance, carrying it to a horizontal position, barrel up, and passes it to his file leader (his stackman). The stackman grasps the weapon at the front hand guard with his right hand and throws the butt about 2 feet in front of and 6 inches to the right of his right toe. At the same time he shifts his right hand to the stacking swivel and engages it with the rifle between his feet.
- c. The man on the right of the stackman steps to the left front with his left foot, keeping his right foot in place. At the same time he bends to the left front, slides his left hand up his rifle to manipulate the stacking swivel, grasps the small

of the stock with his right hand, and engages the stacking swivel with the free hook of the swivel on the stackman's left rifle. He rotates his rifle outward so that the barrel rests in the angle formed by the other two rifles and above the bayonet stud on the left rifle. He pulls the butt of his rifle toward him until the stack is tight and the butt is in line with the butt of the rifle between the stackman's feet. He then lowers the butt to the ground. The stack being completed, each odd number of the rear rank grasps his weapon at the front hand guard, passing it in a vertical position to the man on his right, who passes the weapon to the appropriate stackman. File closers pass their weapons to the men to their front, who pass them on to the appropriate stackmen.

10. To Take Arms

- a. Being in line behind the stacks, the command is: TAKE, ARMS.
- b. At the command ARMS, the extra weapons are returned by the stackmen. Next, each stackman grasps his own piece with his left hand and the weapon of his rear rank man with his right hand, grasping both weapons at the front hand guard. Each odd number of the front rank then grasps his piece in the same way with his right hand. He disengages it by raising the butt from the ground, then turns the piece to the right and detaches it from the stack. Each stackman then disengages the two remaining rifles, slides his right hand to the balance of the right rifle, and passes it to the rear rank man in a vertical position. Each man comes to order arms when he has received his weapon.

11. To Open and Close Ranks

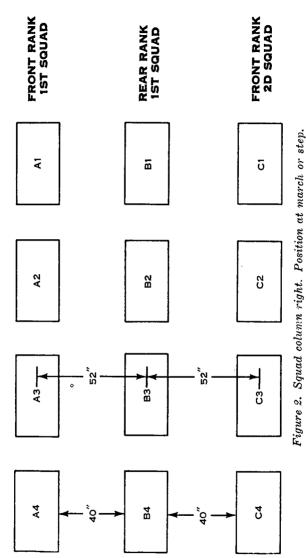
- a. The squad being in line at a halt, the command to open ranks is—OPEN RANKS, MARCH. At the command MARCH, the front rank takes one step forward, halts, and executes dress right at close interval. The rear rank and file closers stand fast and execute dress right at close interval.
- b. The squad leader verifies the alinement and commands—READY, FRONT. This is executed as described in paragraph 8c.
- c. The squad being at open ranks, the command to close ranks is—CLOSE RANKS, MARCH. At the command MARCH, the rear rank and file closers take one step forward and halt, each man covering his file leader.

12. To Turn on a Moving Pivot—Column Right (Left)

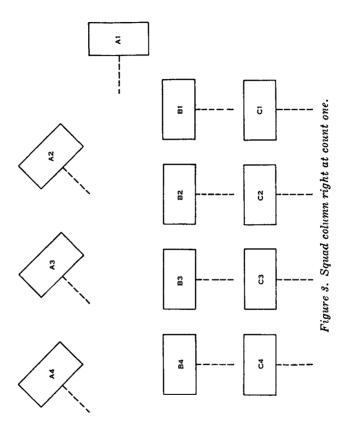
See paragraph 85, FM 22-5, and figures 2 through 7.

13. To Turn on a Fixed Pivot and March

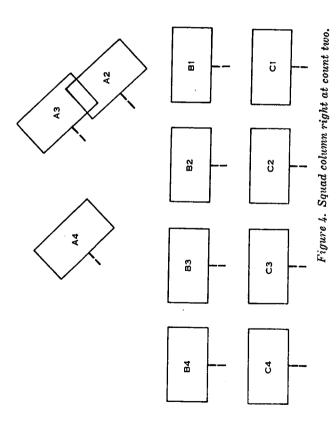
- a. The squad being in line, the command to turn on a fixed pivot and march is—SQUAD RIGHT (LEFT), MARCH.
- b. When executed from a halt, the entire squad steps off with the left foot, the count beginning on the beat next following the command of execution. On movements from a halt, whether the turn is to the right or left, the left foot falls on the odd counts. The sixth count, on which the entire squad steps off in the new direction, therefore requires a full step forward with the right foot.



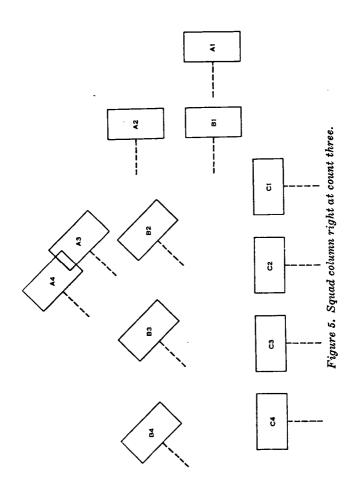
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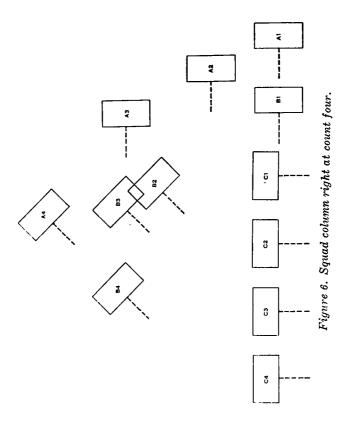






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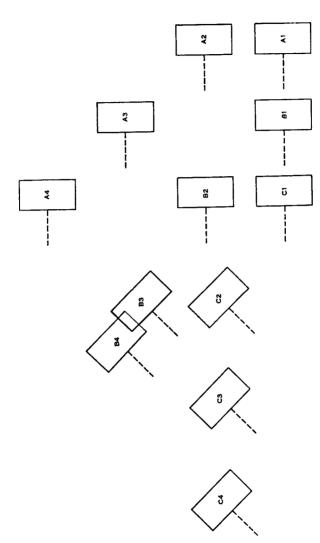


Figure 7. Squad column right at count five.

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- c. When executed while in march, if the turn is to the right, the command of execution is given as the right foot strikes the ground: if to the left. as the left foot strikes the ground. The count begins on the second step after the command of execution, the beat between the command and the first count being designated as "step." The execution of the movement begins on the first count. the intervening step being a full step to the front by all members of the squad. If the turn is to the right, the count of one will fall on the right foot. The sixth count, on which all step off in the new direction, therefore will require a full step with the left foot. If the turn is to the left, the count of one will fall on the left foot, and the sixth count on the right, the stepoff being made with that foot.
- d. The execution of the movement, step by step, whether from a halt or while in march (the turn being to the right), is as follows:
 - (1) At the count One (fig. 8)—in the front rank, No. 1 faces to the right in marching and marks time; No. 2 executes right oblique, taking one full step; No. 3 executes right oblique, taking one full step. In the rear rank, No. 4 takes one step to the front; No. 3 takes one step to the front; No. 2 executes face to the left in marching and takes one full step; and No. 1 executes face to the left in marching and takes one full step.
 - (2) At the count Two (fig. 9)—in the front rank, No. 1 marks time; No. 2 takes a short step into his position in line; No. 3

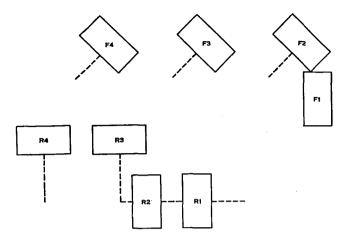
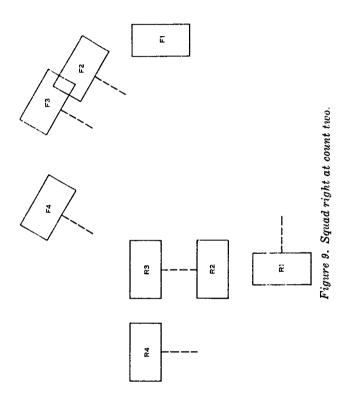


Figure 8. Squad right at count one.

takes a full step in the oblique direction; and No. 4 takes a full step in the oblique direction. In the rear rank, No. 4 takes his second full step to the front; No. 3 takes his second full step to the front; No. 2 faces right in marching and takes a step into position directly behind No. 3; and No. 1 takes his second step in the left direction.

(3) At the count *Three* (fig. 10)—in the front rank, No. 1 marks time; No. 2 executes half right face in marching and marks time; No. 3 takes a short step into his position in line; and No. 4 takes his third full step in the oblique direction. In the rear rank, No. 4 takes his third full step to the front; No. 2 takes one



step to the front, thus keeping himself directly behind No. 3 rear rank; and No. 1 takes a short step to the right in marching, thus placing himself directly behind No. 2 rear rank.

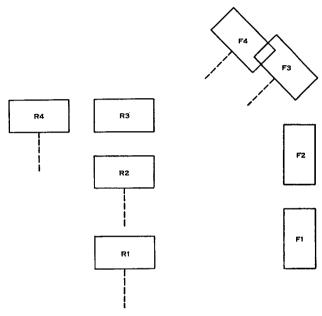


Figure 10. Squad right at count three.

(4) At the count Four (fig. 11)—in the front rank, No. 1 marks time; No. 2 marks time; No. 3 executes half right face in marching and marks time; and No. 4 take a short step into his position in line. In the rear rank, No. 4 takes his fourth

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step to the front; No. 3 takes a half step to the front, thus coming behind No. 3 front rank; No. 2 takes a short step to place himself behind No. 2 front rank, and No. 1 takes a short step to place himself behind No. 1 front rank.

(5) At the count Five (fig. 12)—in the front rank, No. 1 marks time; No. 2 marks time; No. 3 marks time; and No. 4 ex-

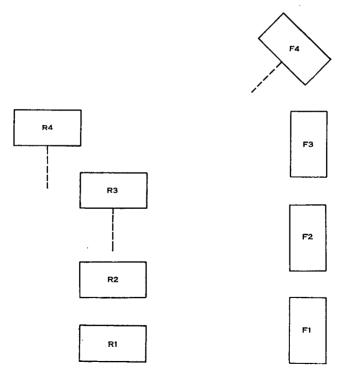


Figure 11. Squad right at count four.

ecutes half right face in marching and marks time. In the rear rank, No. 4 executes right oblique and takes a full step

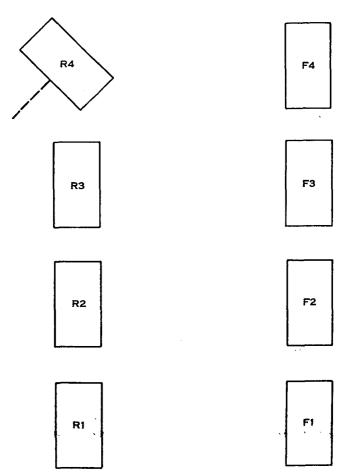


Figure 12. Squad right at count five.

into his position in line covering No. 4 front rank; No. 3 faces to the right and marks time; No. 2 faces to the right and marks time; and No. 1 faces to the right and marks time.

- (6) At the count of Six, everyone steps off with a full step to the front.
- e. In teaching the above movements, have each man count aloud as movements are executed. If at the halt, they call, "One, two, three, four, five, off," moving off on the sixth count as they sound "off." If the squad is in march, they call, "Step, one, two, three, four, five, off."

14. To Turn on a Fixed Pivot and Halt

The squad being in line, the commands to turn on a fixed pivot and halt are—SQUAD RIGHT (LEFT), MARCH; SQUAD, HALT. The preparatory command SQUAD, of SQUAD, HALT, is given immediately after the command of execution, MARCH. The turn is executed as described in paragraph 13 except that all men, on arriving on the new line, mark time until the command of execution HALT is given. HALT is given on the fifth count.

15. To Turn About

- a. Being in line, the command to turn about and march is—squad RIGHT (LEFT) ABOUT, MARCH.
- b. At the command MARCH, the squad executes squad right twice. In starting the second squad right, the foot is planted in the first step on the sixth count. All execute forward march without

command, the foot being planted in the first step in the new direction on the eleventh count.

- c. In the rear rank, the third man from the right marches straight to the front three and onehalf steps, changes direction to the right, and takes three and one-half steps in the new direction. The second and first men from the right oblique to the left, then oblique to the right so as to follow the third man in column as in squad right. On the ninth count, all three men face to the right in marching, cover their file leaders, and mark time. The other number of the rear rank marches straight to the front four steps, obliques to the right one step, completes the change of direction to the right, marches four steps in the new direction, obliques to the right, places himself abreast of the men on his right, and covers his file leader. On the eleventh count, both ranks execute forward march without command.
- d. Being in line, the commands to turn about and halt are—SQUADS RIGHT (LEFT) ABOUT, MARCH; SQUAD, HALT. SQUAD, HALT is given after the completion of the first squad right. The turn is executed as prescribed in b and c above, except that all men, on arriving on the new line, mark time until the command HALT is given. HALT should be given on the tenth count.

16. To Dismiss the Squad

Dismiss the squad as prescribed in paragraph 64, FM 22-5.

SECTION IV

THE PLATOON

17. Organization

Squads are numbered consecutively from right to left in each platoon (fig. 13). These designations do not change. For convenience in giving commands and for references, the designations right, center, and left when in line, and leading, center, and rear when in column are used to designate the actual right, center, and left, or leading, center, and rear squads, respectively.

18. Movement of Guides and File Closers

a. The guides of a column of squads place themselves on the flank opposite to the file closers. To change guides and file closers to the other flank, the platoon leader commands—FILE CLOSERS ON THE LEFT (RIGHT) FLANK, MARCH. At the command MARCH, the file closers move through the column to the other flank and the platoon leader and guides change to the opposite flank.

b. In executing movements where the new direction is toward the file closers, the platoon leader commands—SQUADS RIGHT (LEFT) ABOUT, MARCH. At the command of execution the file closers move through the intervals between squads.

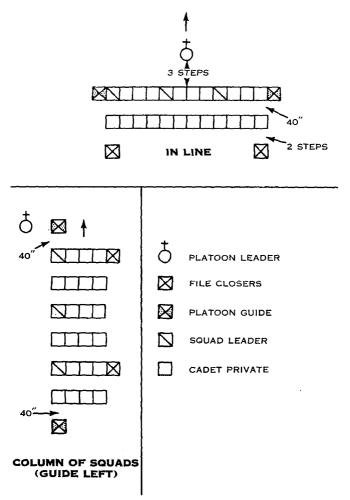


Figure 13. The platoon.

- c. In executing movements from column and line, guides and file closers lengthen their step to approximately 33 inches when necessary in order to contribute to the smoothness of the movement. The movements of guides described in (1) through (4) below, though not designed to be exact, add to the precision of platoon and company drill. A guide's position immediately after executing a command should be corrected by the man immediately behind him.
 - (1) To execute squads right when in line, the right guide takes two steps forward, faces to the right in marching, takes one step, and marks time. The left guide takes two steps forward, faces to the right in marching, and marks time.
 - (2) To execute squads right, column right when in line, the right guide faces to the right in marching and takes two steps, faces to the right in marching, takes one step, and marks time; on the sixth count he takes one full step and then eight half steps. The left guide takes post as in squads right.
 - (3) To execute squads right when in column and the guide is right, the leading guide takes one step forward, faces to the right in marching, and marks time. The rear guide takes two steps forward, faces to the right in marching, and marks time. When the guide is left, the leading guide takes one step forward, faces to the right in marching, takes two steps, and marks time. The rear guide takes two steps

- forward, faces to the right in marching, takes two steps, and marks time.
- (4) To execute column right when the guide is right, the leading guide faces to the right in marching and then takes post by marching to the right oblique. When the guide is left, the leading guide marches by the right oblique until opposite his new line of march, where he executes a second right oblique.
- d. The guide of a unit keeps direction by alining two points directly to his front and marching on them.

19. Alinements

- a. Platoon alinements are executed as prescribed in section IV, the right and left guides being established instead of the flank files.
- b. Whenever the adjustment of alinement necessitates a considerable movement, at the command to dress, the platoon leader marches the platoon forward or backward in precise movements at the trail.
- c. At each alinement, the platoon leader first verifies the alinement of the right and left guides, then he marches to a position one step to the right flank of the front rank and three steps in front of it, faces toward the left guide, and commands—AT CLOSE INTERVAL, DRESS RIGHT, DRESS. He verifies the alinement of the front rank, rear rank, and file closers, executing a face in marching while moving. When this is completed, he marches to position on the right flank of the platoon, three

steps in front of the front rank, and commands—READY, FRONT.

d. In opening ranks, the platoon leader alines his platoon as prescribed in c above, except that after giving the command FRONT, he places himself three steps in front of the right guide, facing the front.

20. Movements from Line

- a. The platoon being in line, the commands to change direction are RIGHT (LEFT) TURN, MARCH (fig. 14); then either PLATOON, HALT; FORWARD, MARCH; or MARK TIME, MARCH.
 - (1) This movement is executed by each rank successively and on the same ground.
 - (2) At the command MARCH, the right guide faces to the right in marching and takes the half step. The other men of the rank oblique to the right until op-

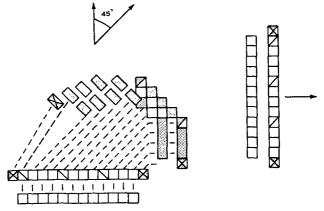


Figure 14. Right turn.

- posite their places in line, when they oblique to the right a second time. All continue marching at the half step on arriving abreast of the pivot man.
- (3) Each rear rank man obliques on the same ground as his file leader.
- (4) Without turning their heads, the men glance toward the point of rest as they arrive on the line to maintain alinement.
- b. To form a column of squads to a flank from a platoon in line, the commands are—SQUADS RIGHT (LEFT), MARCH; PLATOON, HALT. The movement is executed by each squad as prescribed in paragraph 13. The file closers take post on the pivot flank abreast of and 4 inches from the nearest rank.
- c. To form a column of squads and march to the rear from a platoon in line, the commands are—SQUADS RIGHT (LEFT), COLUMN RIGHT (LEFT), MARCH. The right squad initiates column right as soon as it has completed squad right.
- d. To form a column of squads and march to the front from a platoon in line, the command is—RIGHT (LEFT) BY SQUADS, MARCH (fig. 15). At the command MARCH, the right squad marches forward, taking four full steps, then eight half steps, and then resumes the full step. The remainder of the platoon executes SQUADS RIGHT, COLUMNS LEFT, and follows the right squad. The right guide marches on the right flank of the right squad until four steps have been taken, when he moves by the left oblique and takes his post in front of the left flank file. File closers are on the right side.

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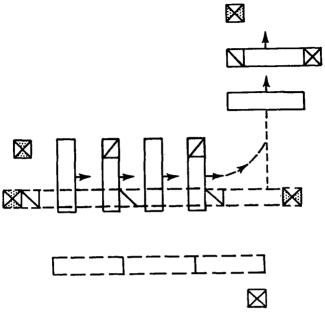


Figure 15. Right by squads.

21. Movements From Column of Squads

For a column of squads to change direction, the command is—COLUMN RIGHT (LEFT), MARCH. At the command MARCH, the front rank of the leading squad turns to the right on a moving pivot, as described in paragraph 12. The other ranks turn successively on the same ground and in the same manner.

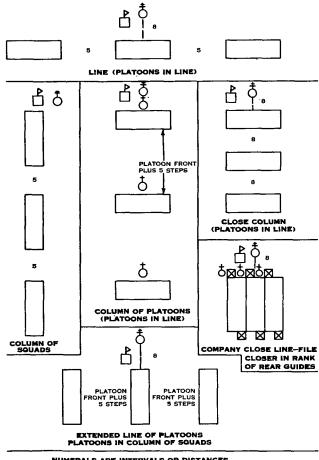
SECTION V THE COMPANY

22. Organization and Formations

The drill company is comprised of two or more platoons and company headquarters consisting of the company commander, executive officer, first sergeant, supply sergeant, and guidon bearer. The sample formations in figures 16, 17, and 18 show three platoons of three squads each.

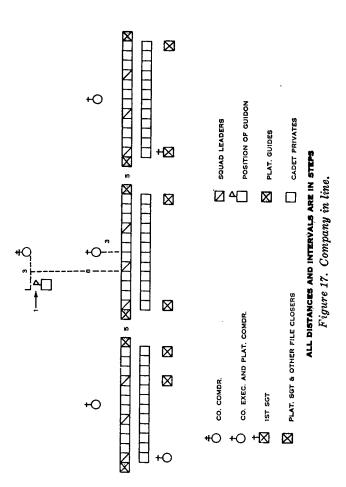
23. Rules for Close-Order Drill

- a. Platoon leaders repeat such preparatory commands as are to be immediately executed by their platoons, such as FORWARD and SQUADS RIGHT, and the men execute the movement at the command of execution, such as MARCH and HALT, if applicable to their platoon. Thus, at the company commander's command COLUMN OF SQUADS, LEADING PLATOON, SQUADS RIGHT, the platoon leader of the leading platoon repeats only the command SQUADS RIGHT. In giving commands or cautions, platoon leaders may prefix the numbers of their platoons, as FIRST PLATOON or SECOND PLATOON.
- b. The company executes commands like the platoon.



NUMERALS ARE INTERVALS OR DISTANCES MEASURED IN STEPS BETWEEN GU:DES

Figure 16. Formations of the company.



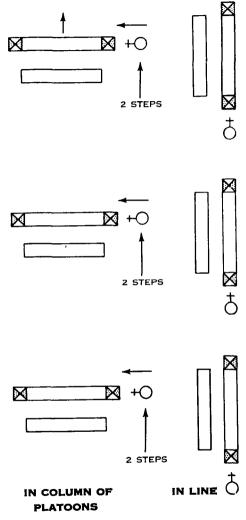


Figure 18. Position of platoon leaders during dress right.

- c. When the company formation permits the simultaneous execution by platoons of the movements prescribed in section II, the company commander may cause such movement to be executed by prefixing commands when necessary, such as PLATOONS, SQUADS RIGHT, MARCH. To complete these simultaneous movements, the commands HALT or MARCH, if prescribed, are given by the company commander.
- d. In successive movements into line, each platoon leader, where applicable, marches toward the point of rest after his platoon forms in line or begins the change of direction.

24. To Form, Aline, and Dismiss the Company

The company is formed, alined, and dismissed as prescribed in paragraphs 91, 92, and 93, FM 22-5.

25. To Form a Column of Platoons Successively to the Right or Left

- a. To form a column of platoons successively to the right or left from a column of squads, the command is—COLUMN OF PLATOONS, LEADING PLATOON, SQUADS RIGHT (LEFT), MARCH (fig. 19).
- b. At the command MARCH, the leading platoon executes squads right and moves forward. The other platoons move forward in column of squads and successively march in line to the right on the same ground as the leading platoon and in such manner that the guide of each platoon covers the guide of the preceeding platoon.

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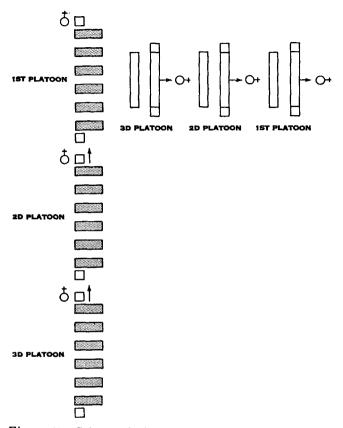
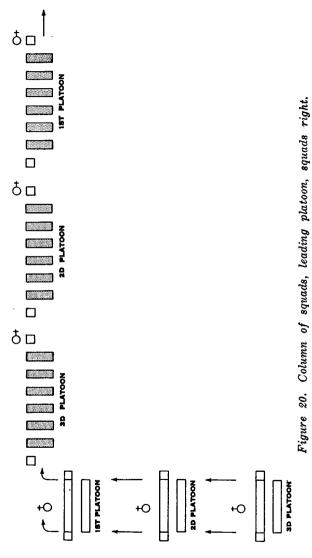


Figure 19. Column of platoons, leading platoons, squads right.

26. To Form a Column of Squads Successively to the Right or Left

a. To form a column of squads successively to the right or left from a column of platoons, the



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command is—column of squads, leading platoon, squads right (left), MARCH (fig. 20).

b. At the command MARCH, the leading platoon executes squads right and moves forward. The other platoons move forward in column of platoons and successively march in column of squads to the right on the same ground as the leading platoon.

27. To Change Direction

a. With the company in column of platoons with platoons in line, the command to change direction is—COMPANY, RIGHT (LEFT) TURN, MARCH. (See par. 20 and fig. 21.) Rear platoons must close up on the leading platoon at the turn and regain proper distance at FORWARD, MARCH.

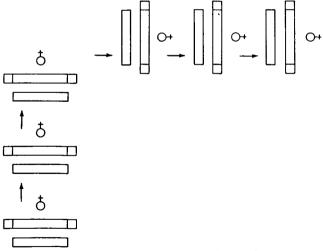
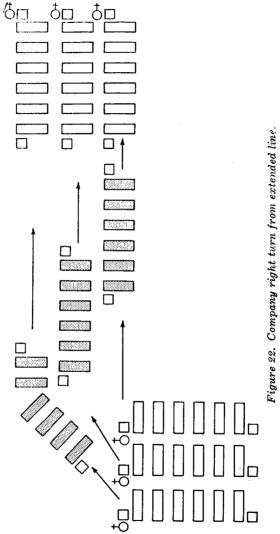


Figure 21. Company right turn, from column.



TAGO 6255C

- b. If the company is marching in extended line with platoons in columns of squads and at least three steps interval between platoons (fig. 22), to change direction without halting, the company commander commands—COMPANY, RIGHT (LEFT) TURN, MARCH; FORWARD, MARCH. At the command company, right (LEFT) TURN, MARCH, the right (left) platoon changes direction and takes up the half step until all platoons are abreast. Upon completion of the turn, the command FOR-WARD, MARCH is given and the company takes up the full step. The other platoon leaders command COLUMN, HALF RIGHT (LEFT) and the command of execution is the company commander's MARCH. At the proper time, the platoon leaders command COLUMN HALF RIGHT (LEFT). MARCH to obtain the proper distance between platoons in the new direction.
- c. If the company is marching in close line, with platoons in column of squads and no interval between platoons, to change direction, the company commander commands—COMPANY, RIGHT (LEFT) TURN, MARCH; COMPANY, FORWARD MARCH.

28. To Extend the Company

See figures 23 and 24.

29. To Close the Company

See figures 25 and 26.

30. To Form a Column of Squads from Close Line See figures 27.

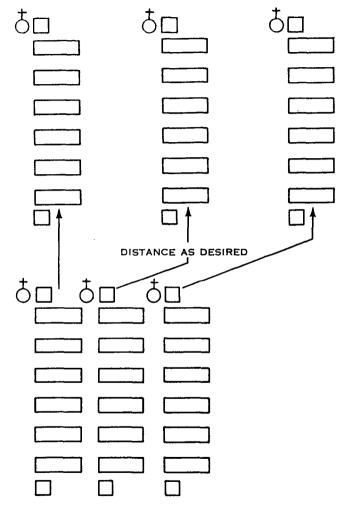


Figure 23. Extend on left platoon from close line.

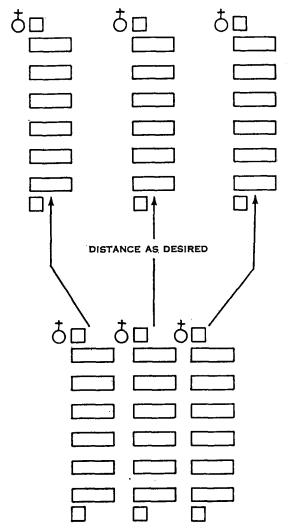


Figure 24. Extend on center platoon.

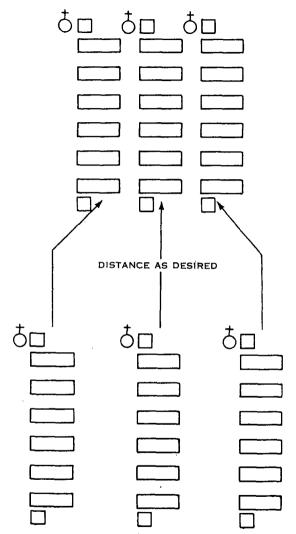


Figure 25. Close on center platoon from line of platoons.

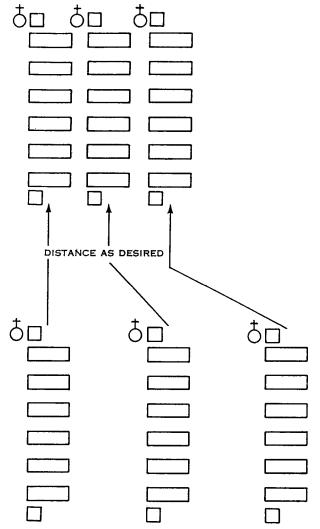


Figure 26. Close on left platoon from line of platoons.

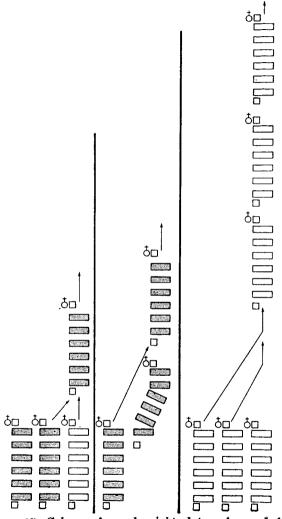


Figure 27. Column of squads, right platoon forward, from close line.

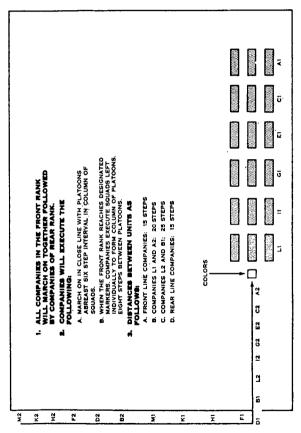


Figure 28. March on.



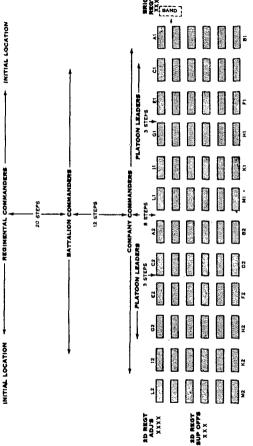


Figure 29. Form on line.

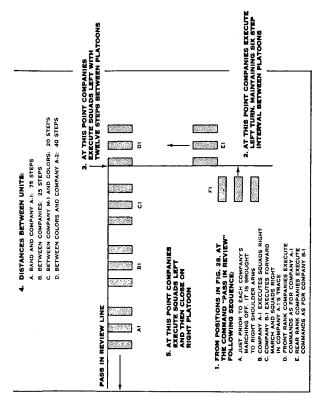


Figure 30. Pass in review and turning lines.

31. Marching on, Forming, Passing in Review See figures 28, 29, and 30.

32. Reviews, Parades, Escorts, Honor Guards, Colors and Standards, Funerals

See FM 22-5.

[AG 353 (6 May 58)]

By Order of Wilber M. Brucker, Secretary of the Army:

MAXWELL D. TAYLOR, General, United States Army, Chief of Staff.

Official:

HERBERT M. JONES,

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NG: State AG (6); units—same as Active Army. USAR: Same as Active Army.

For explanation of abbreviations used, see AR 320-50.